

**SECRET**

2 JUN 1970

DD/S OFFICE HEADS  
FILE OTM

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Support Services Staff

SUBJECT : Directorate Panels and Boards

REFERENCE : Memo dtd 21 Apr 70 for DD/S Office Heads fr DD/S,  
subj: MAG Paper on "An Increased Role for the  
Younger Officer

1. Attached is a listing, extracted from the Support Offices' replies, of panels, boards, committees within the Directorate of Support on which younger officers serve. "Younger Officer" for these purposes may be considered age 40 or under.

2. You are requested first to review the over-all listing for application in your Office, and secondly, to circulate within your Office your present (or expanded listing) to determine whether qualified young officers wish to volunteer for service on these bodies. Please report your findings to me through the Career Management Officer,

25X

Signed R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

Attachment

25X1 SOS-DD/S  ng (1 June 70)

Distribution:

Orig - D/Commo w/xerox att. 1 - ea other Adse W/xerox Att.

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25X1

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1 - SOS Chrono

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PRESENT

OC

. Suggestion Awards Panel

Review and recommendation by young officer assigned to D/OC Staff.

Plan to add two more young officers to panel.

. Serve as forum for C/Mgt. & Training Staff on management problems, review of projects and programs and submission of new proposals. An example of the product is paper on "A Working Guide to Cost Analysis".

. Promotion Panels - GS 08-09, 9-10, 10-11.

Two young officers are voting panel members. Multiplying 5 Panels X estimated 2-1/2 grade levels considered X 9 areas X 2 officers - it is estimated that about 200 young officers participate.

In addition, it is policy to have an additional young officer sit in as observer.

OF

. The Overpayment Review Committee

In advisory and investigative capacity regarding cases requesting waiver of overpayment.

. The Critical Review Committee

Purpose is to review and comment on efficiency of office operations. One of the three members from each Division or Staff is, by direction, a young professional.

PROPOSED

OC

. Career Development Advisory Panel

To be set up under the Career Mgt. & Training Staff, to consider training programs, assessment testing, evaluations.

. Honor and Merit Awards and Q&I Panel

. Administrative Support Panel

To review the "why, what and how" of office administration.

OF

. Suggestion Awards Evaluation Panel

. Junior Professional Evaluation Panel

Concerned with assignments, training and promotions of GS-07 thru GS-09.

Would consider using young professional not less than GS-11 - on this Panel.

. Travel Policy Committee

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PRESENT

OL

. Special Assistant in Office of D/OL.

Three young officers in this position  
in past 4 years.

. Planning Staff assignment

OMS

. Medical Career Board membership  
(age 35, GSM-15)

OP

. Career Service Panel of the Career Board

Panel, composed of GS-14's, is con-  
cerned with careerists thru GS-11.

. Plans and Analysis Division

Many young people, frequently CT  
graduates, have participated in  
analysis of problems and development  
of solutions.

OS

. Long Range Working Group

Medium-Grade Officers, concerned  
with career planning and development.  
Young officers - not to exceed GS-11 -  
serve as advisors.

PROPOSED

OL

. Training Panel membership.

OMS

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OP

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OS

. Could serve as voting members on  
Clerical Career Board.

. Could serve as advisors to panels on  
selection, promotion, and honor awards.

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PRESENT

OTR

. Language Development Committee

Two young professionals serve as advisors.

. Management Advisory Committee (of OTR)

A GS-13, age 39 is a member. Committee meets every two weeks.

Propose to add a still younger man to it.

. Assignments:

GS-11, age 24, female officer is a Branch Deputy in the Language School. Another female officer - GS-13, age 32 - is Deputy Chief, Admissions, Information and Records Branch.

OTHER

. Young Officer in SSA/DDS Staff serves as observer and advisor to Tax Committee and Allowance Committee.

PROPOSED

OTR

. Training Selection Board

Suggests assignment of young professional as consultant to Board.

. Educational Aid Fund (D/OTR is member)

Suggests assignment of young professional as Consultant to Board.

OTHER

. Assign young officer to Records Management Board.

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